

1. Q. Attachment 1, Sample SOW, Section C, Facilitation--first paragraph is un-numbered, second paragraph begins the numbering at 3. Is this a numbering error, or are paragraphs 1 and/or 2 missing?

A. Perhaps a page was lost in your print out. When the website was checked all of the paragraphs are there.
2. Q. Attachment 1, Sample SOW, C11--arranging for participation of subject matter specialists, in "disciplines listed in Task #8." Where/what is Task #8, or where can a list of these disciplines be found? (C8 in the Sample SOW and subtask 8 in contract SOW don't seem to fit the context.)

A. Please see page I-6 of 10 Section B.8 for the disciplines.
3. Q. What are oral convening reports? They are listed as a deliverable but cannot find mention of them in Attachment 1, Sample SOW.

A. Please see II under SCOPE part B. "Convening Activities".
4. Q. Training exercises--is the contractor expected to develop and design training exercises and materials as well as conduct the course, or will OCHP provide materials, topics, exercises, etc. for the contractor to follow?

A. Please see the contract Statement of Work (Section C of the RFP), IV "Work Area" # 8, "Training".
5. Q. Are meeting materials, final reports, and meeting summaries also required for the Work Group conference calls?

A. Yes.
6. Q. Are Representation and Certifications required for this proposal? If so, where would you like it to appear?

A. Please see Section K. These should be attached to the offeror's proposal.
7. Q. Attachment 1. Does the Government expect the Contractor to use all of the hours as distributed in Section L.3 (1880 per period) in its preparation of the sample statement of work?

A. The contractor does not prepare the statement of work, they prepare a work plan in response to the statement of work. Generally, the hours allocated to preparation of the work plan are a small percentage of the hours that the government estimates for the entire work assignment.
8. Q. Is the contractor building a cost estimate based on the sample work plan

(attachment I) or on the Statement of Work as a whole (Section II). If we are doing a cost estimate for both the Statement of Work (Section II) and the sample work plan (Attachment I) where is the cost estimate for the sample work plan to be placed.

A. The Cost Proposal submission is in response to the contract level Statement of Work, Section C of the RFP. The Sample Statement of Work requires a work plan, a part of which is a budget that proposes the contractor's costs for completing the work assignment.

9. Q. L-10.I.5. Will the Government accept subcontract costs as a line item within the Prime's proposal (with detail costs in a separate schedule) instead of a consolidated proposal?

A. Yes.

10. Q. Where should the cost information be placed in the cost proposal? Your suggested outline (L-8 of 24) appears to place it as an attachment. Is this how you want it presented?

A. The outline is only a suggestion for the format of offeror's cost proposal. The Cost Proposal is a separate submission from the Technical Proposal.

11. Q. Page C-7 (f). Will the Contractor be responsible for purchasing the awards. It is our understanding that awards are an unallowable item and cannot be charged to government contracts.

A. The awards referenced in the Statement of Work are awards for EPA employees and other stakeholders and are allowable. Purchases of these awards will be billed under the resulting contract.

12. Q. Page C-8 and C-9. Is # 8 Training the same thing as the training listed in 9.d.?

A. Each element of the training tasks are outlined in the referenced sections of the RFP Statement of Work.

13. Q. Will the contractor be required to arrange for meals or refreshments during the meetings?

A. There may be work assignments in which the contractor will have to arrange for meals and/or light refreshments. The nature of the work makes it difficult to determine the exact frequency or quantity of such meals and refreshments.

14. Q. Do you mean Executive Order 13045, rather than Executive Order 13054?

A. The Executive Order is 13045 and the RFP will be amended to reflect that.

15. Q. Page L-1 of 24 lists 6 items which requires a description of Small Disadvantaged Business Participation. Is this required for a Small Business Set-aside contract?
- A. This is an error and will be corrected in an amendment to the solicitation.
16. Q. Attachment 1, Sample SOW, III, # 2 is missing.
- A. Paragraph # 3 should be # 2. There are only two paragraphs.
17. Q. First meetings in Section V are shown as happening in June 2003. Since June 2003 is in the past, should the sample work plan begin with the Fall 2003 meetings?
- A. For proposal purposes, the meetings will take place in June, 2004.
18. Q. Is a Standard Form 33 required for this contract? If so, where would you like it to appear?
- A. The RFP will be amended to reflect the requirement of the SF 33, which is the cover sheet of the proposal.
19. Q. The hours for Work Plan for Sample SOW, Attachment 1, should be a subset of the 1880 hours allotted for the whole contract year?
- A. For proposal purposes, the work plan created by the offeror in response to the Sample Statement of Work will have a ceiling of 900 professional hours.
20. Q. With a contract size of 1880 hours, is an Assistant Project Manager really necessary?
- A. Yes. Designating an assistant project manager will ensure that the work on the contract will continue and flow smoothly even if there is a contractor change in personnel.
21. Q. The RFP is for 1880 hours and the Technical Approach will be evaluated on the ability to meet ALL aspects of the SOW. Are you expecting a small business to respond to all aspects of the SOW?
- A. Yes.
22. Q. Are Work Group meetings the same as Workshops (as listed in contract SOW, section 9a)?
- A. There is a difference: The workshops are groups of experts convened to provide "state of knowledge" summaries for EPA on topics covered by this SOW (see

Section 9a). The workgroups are associated with the Children's Health Protection Advisory Committee (CHPAC) which provides advice, information, and recommendations to the EPA on regulations, guidance, and policies that address children's health (see Section 9e)

23. Q. Could EPA detail the number of attendees and duration of each of the meetings listed on page C-9 and C-10 (a-f).
- A. The exact number of attendees may vary, however, to enable the contractor to calculate costs for this RFP, he/she may assume that the average attendees/participants will number 40. The average duration of each meeting will be 2-3 days.
24. Q. Attachment 1, Sample SOW section 9 references "arranging for meeting space when government space is not available." Is there an estimate of how often the contractor can expect to use government space, and how often they will be expected to negotiate meeting space at hotels or other outside venues?
- A. That information is not available due to the varying nature of the work.
25. Q. Contract SOW section 9a mentions providing Workshop (Work Group?) experts with "uniform stipends." Is this stipend paid to the expert before or after the meeting? Is there an estimated amount?
- A. The stipend is not relevant for general proposal preparation.
26. Q. The RFP discusses a corporate Conflict of Interest document. However, the RFP-prescribed outlines for the Technical and Business proposals do not include the COI. Do you expect a COI document, and, if so, where?
- A. The RFP will be amended to reflect the requirement of a COI Plan.
27. Q. What is the small business size standard for this solicitation?
- A. The NAICS code is 541618 and the size standard for that is \$6 million.
28. Q. Is there a preferred bidder list or a GSA list that small businesses must be on in order to compete for award?
- A. The EPA uses no such list. All responsible offers meeting the small business size standard are encouraged to propose.
29. Q. Confirm the number of professional hours in the small business set-aside.
- A. The total number of hours per period of performance is 1,880.

30. Q. The RFP, Attachment A, Section II.A.1, states: "The Contractor may elect to continue with the senior dispute resolution professional(s) currently assigned to act as facilitator(s) for the CHPAC and the Task Force and convener(s) for the CHPAC work groups and plenary committee in the event that a member(s) need to be replaced."

Would EPA consider removing the facilitation work from this RFP so as to ensure an equal playing field for all bidders, or effect some other equitable solution that would enable the current facilitator(s) to be available to team with any other interested bidder?

- A. 1) The facilitation work is an integral portion of this requirement and will not be removed from the RFP. 2) There is no requirement or preference to team with any of EPA's incumbent prime or sub-contractors. 3) However, the SAMPLE Work Assignment will be revised to remove all references to teaming with incumbents.
31. Q. Where should the required letters of commitment for subcontractors and consultants be placed? Do these letters count toward the page limitation?
- A. The letters should be included in the Technical Proposal. Yes, they count in the page limitation.
32. Q. Will the Government consider providing standard ODC's for proposal purposes?
- A. Standard ODC's will be included in the amendment to the RFP's.
33. Q. What is the proposed start date of the contracts?
- A. For proposal purposes, you may assume a start date in the first quarter of 2004.
34. Q. Section L.3 in RFP PR- HQ-02-11075 has a discrepancy in hours. Please clarify.
- A. The allocation of hours for the Optional Amounts in each period should read as follows: P1 425 hours, P2 650 hours, P3 1275 hours, and P4 500 hours. This will be corrected in an amendment.